

Project Management Skills Self-Assessment

Read these project management traits and rate your current practices and attitudes for each one.

1. You think of yourself as a “doer” not a “planner.” You tend to leap in and just get something done rather than plan or budget.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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2. You feel more comfortable working on planning or managing alone; you’d rather make the plan, tell people what to do, and then assess the work product rather than go to the extra effort of work teams.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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3. You are more likely to explain the reasons a project failed than to say, “I dropped the ball, but here is the lesson learned so it won’t happen again.”

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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4. As your projects evolve, you don’t keep track of each change and the decisions that led to the change. You are more of an “organic process” person.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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5. You tend to avoid problems or conflict and hope they will go away.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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6. When you are running a project, it is hard for you to quantify what portion of the work is done and how much remains.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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7. You have sometimes turned in less-than-excellent work because you ran out of time to do your best.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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8. When things are not going well on a project, you keep it to yourself rather than communicate to stakeholders that there may be issues.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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9. You only focus on the positive rather than spend time thinking about what might go wrong.

Never = 1	Hardly Ever = 2	Sometimes = 3	Almost Always = 4	Always = 5
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Score

9–14: You have a number of excellent project management aptitudes and practices. You can use these skills to help others learn how to manage their projects.

15–30: You have some good aptitudes for project management, and you are likely very successful in managing small and medium projects, but you might have more difficulty when projects are more complex.

30–45: It may be that you focus on short-term success rather than the long-term goals of the project. Developing stronger project management skills and attitudes can make your projects run more smoothly and improve your final quality.